

UNITED STATES PROBATION OFFICE

Middle District of North Carolina
101 South Edgeworth St., Suite R312
GREENSBORO, NC 27401



(PLEASE TYPE)

APPLICATION FOR U. S. PROBATION OFFICER AND U. S. PROBATION OFFICER ASSISTANT

Name:	_____	Date of Application:	_____
Address:	_____		
	Street	City	State Zip
Home Phone:	() _____	Work Phone:	() _____
	_____	Cell Phone:	() _____
	_____		_____
	_____		_____

PRESENT EMPLOYER

(Will not be contacted unless you are interviewed)

Employer:	_____	Phone No.:	() _____
Address:	_____		
Supervisor's Name:	_____	Present Job Title:	_____
Date Employment Began:	_____	Beginning Salary:	_____
		Present Salary:	_____
Reason you wish to Leave:	_____		
Briefly describe your duties:	_____		

LAST THREE EMPLOYERS

Employer:	_____	Phone No.:	() _____
Address:	_____		
Supervisor's Name:	_____	Job Title:	_____
Date Employment Began:	_____	Beginning Salary:	_____
		Ending Salary:	_____
Reason for Leaving:	_____		
Briefly describe your duties:	_____		

Employer:	_____	Phone No.:	() _____
Address:	_____		
Supervisor's Name:	_____	Job Title:	_____
Date Employment Began:	_____	Beginning Salary:	_____
		Ending Salary:	_____
Reason for Leaving:	_____		
Briefly describe your duties:	_____		

LAST THREE EMPLOYERS (CONT'D)

Employer:	_____	Phone No.:	()
Address:	_____		
Supervisor's Name:	_____	Job Title:	_____
Date Employment Began:	_____	Beginning Salary:	_____
		Ending Salary:	_____
Reason for Leaving:	_____		
Briefly describe your duties:	_____		

MILITARY

(List Dates and Service Number of all active service.)

From	To	Branch	Service Number
Type of Discharge:			
List specialized training received and work assignments while in service:			

EDUCATION

High School	Name of High School:		
	Address:		
	Date Graduated:		
Undergraduate	College/University:		
	Address:		
	Date Graduated:	GPA:	Bachelor of:
	Rank in Graduating Class:	Major:	Minor:
Post Graduate	College/University:		
	Address:		
	Date Graduated:	GPA:	Type of Degree Awarded:
Other Degrees/School Status			

OFF DUTY ACTIVITIES

(Applicable to your qualifications for a U. S. Probation Officer/Probation Officer Assistant)

Activity**How Applicable to USPO Duty****PERSONAL ACHIEVEMENTS AND AWARDS****Date****Achievement/Award****TRAINING RECEIVED**

(Other than college degree, training that is directly related to probation work.)

Year**Course Title****ACTUAL WORK EXPERIENCE**

(Rounded off to nearest year and directly related to USPO position.)

Years working in probation, parole, courts, or correctional institution.

Years of counseling offenders regarding family, employment, etc.

Years of writing investigative reports.

GENERAL**YES NO**

Are you a citizen of the United States? (If no, give country of which you are a citizen.) _____

☐☐

Within the last five years have you been fired from a job for any reason? (If yes, attach a separate page providing details.)

☐☐Have you **ever** been charged with or convicted of **any** misdemeanor or felony offense? If yes, attach separate page providing details, including date of arrest/conviction, offense, city and state, and disposition. (You may omit minor traffic violations (if fined less than \$150) **unless** the violation was alcohol or drug related.)☐☐

REFERENCES

List three (3) individuals (other than relatives) who are familiar with your work performance, character and/or reputation in the community.

NAME	ADDRESS	PHONE
_____	_____	()
_____	_____	()
_____	_____	()
_____	_____	()

◆◆ CERTIFICATION ◆◆

I hereby certify that the foregoing information is true and correct to the best of my knowledge and ability.
I understand that termination could result if any of the foregoing information was knowingly falsified.

(Signature)

👉 NOTICE

Prior to appointment, the selectee considered for this position will undergo a medical examination and pre-employment drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. (Note: The selected candidate must successfully complete a ten-year background investigation.) In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

An Equal Employment Opportunity Employer

MAIL TO: CHIEF U. S. PROBATION OFFICER

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**U. S. PROBATION OFFICER AND U. S. PROBATION OFFICER ASSISTANT
HAZARDOUS DUTY APPLICATION SUPPLEMENT**

Full Legal Name: (Last, First, Middle)

Social Security Number:

General

Probation officers work in two primary areas. They investigate the backgrounds of individuals charged with or convicted of federal offenses to assist judges with decisions on bail and sentencing. They also supervise defendants released on bail pending trial and offenders convicted of federal offenses.

Probation officers work for the court, not the U. S. Attorney's office or the police. Our district has a chief probation officer, a deputy chief probation officer, supervising probation officers, and officers who specialize in supervising offenders with certain problems such as drug abuse and mental illness.

All federal probation officers are required to have bachelors' degrees, usually in criminal justice or the social sciences, though applicants with other majors may also apply for these positions. Many officers possess post graduate degrees or have previous work experience in state or local probation systems, criminal justice, or social work.

Maximum Entry Age

Federal law enforcement retirement provisions require mandatory retirement once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. Therefore, first-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employee's Retirement System and who may have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

Physical Requirements

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

Please check the work units and locations for which you would like to be considered:

- ☐ Presentence Unit
- ☐ Supervision Unit
- ☐ Pretrial
- ☐ All

- ☐ Greensboro
- ☐ Winston-Salem
- ☐ Durham
- ☐ Salisbury
- ☐ Rockingham
- ☐ All

Note:

After entering on duty, reassignment to the Presentence Unit, Supervision Unit, or Pretrial Services Unit and/or duty station reassignment may occur at the discretion of the Chief U.S. Probation Officer.

*****I have read and understand the above information.***

Signature

Date